



**North Bay-Mattawa Conservation Authority**

**Members Meeting for March 28, 2024**

**at 4:00 pm IN PERSON**

**NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from February 29, 2024
6. Correspondence

**Presentations**

7. On-Site Sewage Systems demonstration

**Business Reports**

8. Quarterly Financial Statements (**Report #1**)
9. Section 28 Permits (**Report #2**)
10. Section 28 Signing Authority Changes (**Report #3**)
11. Updated Personnel Policy (**Report #4**)
12. Laurentian Ski Hill Capital Reserve (**Report #5**)
13. Fee Review – On-Site Sewage Systems (**Report #6**)

**Other Business**

14. Closed session of Committee of the Whole
15. New Business
16. Adjournment

Contact: Rebecca Morrow, Executive Assistant  
North Bay-Mattawa Conservation Authority  
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**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**THIRD** meeting of the North Bay-Mattawa Conservation Authority held at 3:00 p.m. on March 28, 2024 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
North Bay, City of	-	Chris Mayne

**ALSO PRESENT:**

Chitra Gowda, CAO, Secretary-Treasurer  
David Ellingwood, Director, Water Resources/Deputy CAO  
Rebecca Morrow, Executive Assistant/Deputy CAO  
Aaron Loughheed, Assistant Manager, Finance  
Valerie Murphy, Regulations Officer  
Amanda Savage, Building Official Inspector, On-Site Sewage Systems  
Githan Kattera, Water Resources Coordinator

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 42-24, Chirico-Britton

**THAT** the agenda be approved as presented.

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None declared.

#### **4. Delegations**

None

#### **5. Adoption of Previous Minutes of February 29, 2024**

After discussion the following resolution was presented:

Resolution No. 43-24, Lahaye-Moreton

**THAT** the minutes of the meeting held February 29, 2024 be adopted as written.

**Carried Unanimously**

#### **6. Correspondence**

Chitra Gowda presented to members an email received from the Ministry of Natural Resources and Forestry dated March 20, 2024 regarding the Provincial Offenses Act, R.S.O. 1990 Designations. After discussion the members thanked Chitra for the update.

#### **7. On-Site Sewage System Demonstration**

Amanda Savage presented to members a demonstration on different types of toilet tissue paper and wipes and their effects on Septic Systems. The demonstration displayed the break down processes in the products. The presentation compared the degradation of both economical and expensive toilet tissue that was advertised as “for septic use”, normal toilet paper, and baby wipes. Facial tissue (varieties of name and no-name brands) was also demonstrated and was more closely associated to the degradation of baby wipes. After the presentation, the members thanked Amanda for her presentation and members suggested that they make a video presentation that could be shown to various groups, including schools to help people better educate the fragility of septic systems.

#### **8. Quarterly Financial Statements**

Aaron Lougheed provided a report on the unaudited Quarterly Financial Statements. After discussion the members thank Aaron and the following resolution was presented:

Resolution No. 44-24, Britton-Featherstone

**THAT** the Unaudited Balance Sheet and Budget Vs. Actual Reports be approved by the members of the Board of Directors and appended to the minutes of this meeting.

**Carried Unanimously**

#### **9. Section 28 Permits**

Valerie Murphy presented the report to the Members. After discussion, the Members thanked Valerie and the following resolution was presented:

Resolution No. 45-24, Mitchell-Moreton

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**10. Section 28 Signing Authority Changes**

Valerie Murphy presented on the Section 28 Signing Authority Changes. After discussion, the members thanked Valerie and the following resolution was presented:

Resolution No. 46-24, Lahaye-Mitchell

**THAT** the Chief Administrative Officer, Secretary-Treasurer and the Director, Water Resources/Deputy CAO receive delegation to issue and extend permits up to the maximum period of validity, to issue notices of intent to cancel a permit, and to undertake administrative reviews as requested.

**THAT** the Executive Committee of the Board of Directors receive a delegation to hold hearings.

**Carried Unanimously**

**11. Updated Personnel Policy**

Chitra Gowda let members know that a further revision of the Personnel Policy is underway and will be presented to Members once it has been completed. After discussion the Members thanked Chitra and the following resolution was presented:

Resolution No. 47-24, Moreton-Britton

**THAT** staff continue to update the North Bay-Mattawa Conservation Authority Personnel Policy and the staff report be appended to the minutes of this meeting.

**Carried Unanimously**

**12. Laurentian Ski Hill Capital Reserve**

Aaron Lougheed presented the Laurentian Ski Hill Capital Reserve report. After the discussion the Members thanked Aaron and the following resolution was presented:

Resolution No. 48-24, Chirico-Featherstone

**THAT** the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$87,354.55 from the NBMCA's Ski Hill capital reserve.

**Carried Unanimously**

**13. Fee Review – On-Site Sewage Systems**

Chitra Gowda and David Ellingwood presented the Fee Review – On-Site Sewage Systems report to members. They explained the requirement for a public consultation process. The members requested a comparison to the previous fee schedule be sent to members. After discussion the members thanked Chitra and David and the following resolution was presented:

Resolution No. 49-23, Mitchell-Featherstone

**THAT** the Board of Directors receive the updated report as presented “Proposed Revision to Fee Schedule for On-site Sewage System Program”; and

**THAT** staff are directed to conduct public consultation on the updated On-site Sewage System Program fee schedule.

**Carried Unanimously**

**14. Closed Session of Committee of the Whole to discuss property, legal and personnel matters**

After discussion, the following resolutions were presented:

Resolution No. 50-24, Lahaye-McMartin

**THAT** the meeting move into a closed session of “Committee of the Whole” to discuss property legal and personnel matters at 4:20 pm.

**Carried Unanimously**

Resolution No. 51-24, Featherstone-Britton

**THAT** the meeting out of a closed session of “Committee of the Whole” and back into an open meeting. (4:48pm)

**15. New Business**

None noted.

**16. Adjournment (4:49 p.m.)**

As there was no further new business, the following resolution was presented:

Resolution No. 52-23, Chirico-Mitchell

**THAT** the meeting be adjourned, and the next meeting be held at the call of the Chair.

**Carried Unanimously**

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Shelley Belanger, Chair

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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



## DESIGNATION

### ONTARIO MINISTRY OF NATURAL RESOURCES AND FORESTRY

Under the authority of subsection 1(3) of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, I, GRAYDON SMITH, do hereby designate the class of persons in Column 1 of the attached Schedule as a provincial offences officer for the Acts and accompanying regulations, subject to any listed restrictions, described in Column 2 of the item.

This designation revokes Item 9 of the previous designation by the Minister of Natural Resources and Forestry, dated August 29, 2007, and comes into force on the later of April 1, 2024 and the day this designation is signed.

Dated at TORONTO this 20 day of March, 2024.

Honourable Graydon Smith  
Minister of Natural Resources and Forestry

**SCHEDULE – DESIGNATION OF PROVINCIAL OFFENCES OFFICERS**

Item	Column 1 Class of Persons	Column 2 Class of Offences
1.	Any officer appointed under section 30.1 of the <i>Conservation Authorities Act</i>	All offences under the following Acts and accompanying regulations when carrying out duties within their conservation authority:  <i>Conservation Authorities Act</i> <i>Trespass to Property Act</i>





**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Aaron Lougheed, Manager, Finance

**DATE:** March 21, 2024

**SUBJECT:** Financial Statements for the period January 1, 2023 to December 31, 2023;  
Unaudited Balance Sheet and Budget vs. Actual Reports

**Background:**

Presented to the board for their consideration are the unaudited financial statements for the year ended December 31, 2023. These statements are subject to change following the auditors review and certification.

**Analysis:**

**Budget Vs Actual**

Total income was up or level with budget in 16 of 21 program areas with 5 programs seeing decreased revenues to budget. Donations toward capital projects were up in both Outreach and Lands and Properties capital. Fees were down in Watershed Planning (71% of budget), OSS Septics (89% of budget), and S.28 Regulations (71% of budget).

Total Expenses were down or level in 17 of 21 program areas with 4 programs seeing higher than anticipated expenses. Savings in capital programs are largely due to the ongoing, multi-year nature of the projects including finalisation of major works projects such as the Tower Deck Repair, Miskwaadesi and Flood Plain Mapping.

**RECOMMENDED RESOLUTIONS:**

**THAT** the Unaudited Balance Sheet and Budget Vs. Actual Reports be approved by the members of the Board of Directors and appended to the minutes of this meeting.

**Prepared By**  
**Aaron Lougheed**  
**Manager, Finance**

**Reviewed by**  
**Chitra Gowda,**  
**Chief Administrative Officer, Secretary Treasurer**

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit Loss Budget vs. Actual

Year Ended December 31, 2023



**Budget Vs Actual FY 2023**

	Jan - Dec 2023	Budget	Variance	% of Budget
<b>Income</b>				
<b>3100 · Administration</b>	392,544	327,963	64,581	119.69%
<b>3500 · Watershed Planning</b>	118,275	134,438	-16,164	87.98%
<b>3600 · Flood Control</b>	192,798	146,720	46,078	131.41%
<b>3700 · Erosion Control</b>	60,647	60,647	0	100.0%
<b>3800 · Flood Forecasting</b>	103,059	103,059	0	100.0%
<b>3900 · Ice Management</b>	13,459	13,479	-20	99.85%
<b>8300 · Capital-Source Water Protection</b>	243,844	199,563	44,281	122.19%
<b>3200 · Septics</b>	1,126,028	1,242,780	-116,752	90.61%
<b>3400 · Section 28 Regulations</b>	44,180	62,125	-17,945	71.12%
<b>4200 · Water Quality</b>	9,997	9,997	0	100.0%
<b>5700 · Outreach</b>	245,824	111,404	134,420	220.66%
<b>5600 · Interpretive Centre</b>	223,201	223,632	-431	99.81%
<b>7000 · Lands &amp; Properties</b>	185,122	183,932	1,190	100.65%
<b>8600 · Capital-Lands &amp; Properties</b>	589,372	542,934	46,438	108.55%
<b>9700 · Capital-Central Services</b>	77,891	77,891	0	100.0%
<b>9800 · Capital-DIA Technical Project</b>	265,336	242,932	22,404	109.22%
<b>9900 · Capital- IWM</b>	431,488	456,988	-25,500	94.42%
<b>109-00 · Capital-WECI Project 2018/2019</b>	540,050	500,050	40,000	108.0%
<b>112-00 · LSHSC Capital `ASK`</b>	65,000	65,000	0	100.0%
<b>114-00 · LSHSC OPERATING RESERVE</b>	60,000	60,000	0	100.0%
<b>115-00 · Principal Mortgage Repayment</b>	19,100	19,100	0	100.0%
<b>Total Income</b>	<b>5,007,214</b>	<b>4,784,634</b>	<b>222,580</b>	<b>104.65%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**

**Profit Loss Budget vs. Actual**

**Year Ended December 31, 2023**

<b>Expense</b>				
<b>3100 · Administration</b>	349,436	327,963	-21,473	106.55%
<b>3500 · Watershed Planning</b>	119,232	134,438	15,206	88.69%
<b>3600 · Flood Control</b>	199,631	146,720	-52,911	136.06%
<b>3700 · Erosion Control</b>	62,669	60,647	-2,022	103.34%
<b>3800 · Flood Forecasting</b>	84,771	103,059	18,288	82.26%
<b>3900 · Ice Management</b>	5,325	13,479	8,154	39.51%
<b>8300 · Capital-Source Water Protection</b>	185,264	199,563	14,299	92.84%
<b>3200 · Septics</b>	1,154,257	1,242,780	88,523	92.88%
<b>3400 · Section 28 Regulations</b>	58,208	62,125	3,917	93.7%
<b>4200 · Water Quality</b>	6,487	9,997	3,510	64.89%
<b>5700 · Outreach</b>	81,725	111,404	29,679	73.36%
<b>5600 · Interpretive Centre</b>	221,130	223,632	2,502	98.88%
<b>7000 · Lands &amp; Properties</b>	155,035	183,932	28,897	84.29%
<b>8600 · Capital-Lands &amp; Properties</b>	298,307	542,934	244,627	54.94%
<b>9700 · Capital-Central Services</b>	48,879	77,891	29,012	62.75%
<b>9800 · Capital-DIA Technical Project</b>	208,977	242,932	33,955	86.02%
<b>9900 · Capital- IWM</b>	338,782	456,988	118,206	74.13%
<b>109-00 · Capital-WECI Project 2015/2016</b>	395,961	500,050	104,089	79.18%
<b>112-00 · LSHSC Capital 'ASK'</b>	82,170	65,000	-17,170	126.42%
<b>114-00 · LSHSC OPERATING RESERVE</b>	60,000	60,000	0	100.0%
<b>115-00 · Principal Mortgage Repayment</b>	17,864	19,100	1,236	93.53%
<b>Total Expense</b>	<b>4,134,111</b>	<b>4,784,634</b>	<b>-650,523</b>	<b>86.4%</b>
<b>Net Ordinary Income</b>	<b>873,102</b>			

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**

**Profit Loss Budget vs. Actual**

**Year Ended December 31, 2023**

<b>Other Expense</b>				
<b>3176 · A-Amortization Expense</b>	367,016.14	385,757.86	(18,741.72)	95.14%
<b>3195 · A-TCA Equipment</b>	1,969.68	1,087.49	882.19	181.12%
<b>3851 · FF-TCA Purchase</b>	2,085.55	1,151.46	934.09	181.12%
<b>3451 · RF-TCA Purchase</b>	1,737.95	959.55	778.40	181.12%
<b>5750 · OUTREACH-TCA Purchases</b>	20,727.40	0.00	20,727.40	100.0%
<b>9751 · CS-TCA purchase</b>	1,737.95	0.00	1,737.95	100.0%
<b>Total Other Expense</b>	<b>395,274.67</b>	<b>388,956.36</b>	<b>6,318.31</b>	<b>101.62%</b>
<b>Net Income</b>	<b>477,828</b>	<b>-388,956</b>		

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Administration**  
Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3101 · A-Transfer Pay'ts MNR	16,020.00	16,020.00	0.00	100.0%
3104 · A-General Levy	121,419.40	123,191.00	(1,771.60)	98.56%
3113 · A-Other Revenue	202,815.96	169,856.00	32,959.96	119.41%
3114 · A-Interest Earned	52,288.27	18,896.00	33,392.27	276.72%
<b>Total Income</b>	<b>392,543.63</b>	<b>327,963.00</b>	<b>64,580.63</b>	<b>119.69%</b>
<b>Gross Profit</b>	<b>392,543.63</b>	<b>327,963.00</b>	<b>64,580.63</b>	<b>119.69%</b>
<b>Expense</b>				
3130 · A-Wages Salaried	81,731.87	92,448.00	(10,716.13)	88.41%
3136 · A-Salaried Benefits	20,494.45	25,885.00	(5,390.55)	79.18%
3138 · A-Per Diem	6,784.70	11,540.00	(4,755.30)	58.79%
3139 · A-Members Mileage	6,393.07	5,500.00	893.07	116.24%
3140 · A-Members Expenses	2,383.29	2,200.00	183.29	108.33%
3141 · A-Staff Mileage & Expenses	3,098.08	3,200.00	(101.92)	96.82%
3142 · A-Staff Certification & Training	2,943.74	4,487.00	(1,543.26)	65.61%
3143 · A-Telephone	7,583.02	8,033.00	(449.98)	94.4%
3145 · A-Insurance	9,117.85	9,891.00	(773.15)	92.18%
3148 · A-Office Supplies	9,039.36	6,452.00	2,587.36	140.1%
3149 · A-Postage	335.21	535.00	(199.79)	62.66%
3150 · A-Equipment Purchases	372.93	250.00	122.93	149.17%
3151 · A-Equipment Rental	2,741.41	2,420.00	321.41	113.28%
3152 · A-Publications & Printing	0.00	1,500.00	(1,500.00)	0.0%
3154 · A-Bank Charges	(299.17)			
3155 · A-Interest Expense	1,031.89			
3158 · A-Audit	11,767.56	11,139.00	628.56	105.64%
3159 · A-Legal Services	28,482.62			
3160 · A-Materials & Supplies	5,927.27	3,000.00	2,927.27	197.58%
3161 · A-Conservation Ont Levy	28,618.00	28,618.00	0.00	100.0%
3162 · A-Services	28,886.79	18,000.00	10,886.79	160.48%
3170 · A-Rent	85,824.00	85,824.00	0.00	100.0%
3173 · A-Vehicle Gas	394.73	658.00	(263.27)	59.99%
3174 · A-Accounting Services	1,780.80	1,680.00	100.80	106.0%
3178 · A-Internal Chargeback	3,351.52	4,703.00	(1,351.48)	71.26%
3182 · Staff Clothing Purchase	651.46			
<b>Total Expense</b>	<b>349,436.45</b>	<b>327,963.00</b>	<b>21,473.45</b>	<b>106.55%</b>
<b>Net Ordinary Income</b>	<b>43,107.18</b>	<b>0.00</b>	<b>43,107.18</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
3176 · A-Amortization Expense	367,016.14	385,757.86	(18,741.72)	95.14%
3195 · A-TCA Equipment	1,969.68	1,087.49	882.19	181.12%
<b>Total Other Expense</b>	<b>368,985.82</b>	<b>386,845.35</b>	<b>(17,859.53)</b>	<b>95.38%</b>
<b>Net Other Income</b>	<b>(368,985.82)</b>	<b>(386,845.35)</b>	<b>17,859.53</b>	<b>95.38%</b>
<b>Net Income</b>	<b>(325,878.64)</b>	<b>(386,845.35)</b>	<b>60,966.71</b>	<b>84.24%</b>

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit Loss Budget vs. Actual

Watershed Planning

Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3501 · WP-MNR Transfer Payment	22,690.00	22,690.00	0.00	100.0%
3504 · WP-General Levy	56,748.00	56,748.00	0.00	100.0%
3506 · WP-Fees	38,836.50	55,000.00	(16,163.50)	70.61%
<b>Total Income</b>	<b>118,274.50</b>	<b>134,438.00</b>	<b>(16,163.50)</b>	<b>87.98%</b>
<b>Gross Profit</b>	<b>118,274.50</b>	<b>134,438.00</b>	<b>(16,163.50)</b>	<b>87.98%</b>
<b>Expense</b>				
3530 · WP-Wages Salary	93,022.99	96,263.00	(3,240.01)	96.63%
3536 · WP-Salaried Benefits	25,477.29	26,771.00	(1,293.71)	95.17%
3541 · WP-Staff Mileage & Expenses	8.91	1,862.00	(1,853.09)	0.48%
3542 · WP-Staff Certification & Train	130.00	1,500.00	(1,370.00)	8.67%
3560 · WP-Materials & Supplies	17.76	500.00	(482.24)	3.55%
3562 · WP-Services	170.02	7,000.00	(6,829.98)	2.43%
3578 · WP-Internal Chargeback	404.64	542.00	(137.36)	74.66%
<b>Total Expense</b>	<b>119,231.61</b>	<b>134,438.00</b>	<b>(15,206.39)</b>	<b>88.69%</b>
<b>Net Ordinary Income</b>	<b>(957.11)</b>	<b>0.00</b>	<b>(957.11)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(957.11)</b>	<b>0.00</b>	<b>(957.11)</b>	<b>100.0%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Operation Maintenance of Flood Control Structures**  
Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3601 · FC-MNR Transfer Payment</b>	44,245.00	44,245.00	0.00	100.0%
<b>3604 · FC-General Levy</b>	102,475.00	102,475.00	0.00	100.0%
<b>3605 · FC-Sole-benefitting Levy</b>	46,078.10			
<b>Total Income</b>	<u>192,798.10</u>	<u>146,720.00</u>	<u>46,078.10</u>	<u>131.41%</u>
<b>Gross Profit</b>	192,798.10	146,720.00	46,078.10	131.41%
<b>Expense</b>				
<b>3630 · FC-Wages Salary</b>	81,968.38	67,634.00	14,334.38	121.19%
<b>3632 · FC-Seasonal Wages</b>	16,248.96	17,136.00	(887.04)	94.82%
<b>3636 · FC-Salaried Benefits</b>	26,933.14	22,480.00	4,453.14	119.81%
<b>3644 · FC-Taxes</b>	12,006.18	11,880.00	126.18	101.06%
<b>3645 · FC-Insurance</b>	17,911.70	19,780.00	(1,868.30)	90.56%
<b>3647 · FC-Repairs &amp; Maintenance</b>	578.08	1,000.00	(421.92)	57.81%
<b>3651 · FC-Equipment Rental</b>	4,527.66			
<b>3660 · FC-Material &amp; Supplies</b>	402.97	150.00	252.97	268.65%
<b>3662 · FC-Services</b>	35,047.32	300.00	34,747.32	11,682.44%
<b>3672 · FC-Hydro</b>	583.09	1,100.00	(516.91)	53.01%
<b>3673 · FC-Vehicle Gas</b>	2,047.18	3,420.00	(1,372.82)	59.86%
<b>3678 · FC-Internal Chargeback</b>	1,375.88	1,840.00	(464.12)	74.78%
<b>Total Expense</b>	<u>199,630.54</u>	<u>146,720.00</u>	<u>52,910.54</u>	<u>136.06%</u>
<b>Net Ordinary Income</b>	<u>(6,832.44)</u>	<u>0.00</u>	<u>(6,832.44)</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>(6,832.44)</b></u>	<u><b>0.00</b></u>	<u><b>(6,832.44)</b></u>	<u><b>100.0%</b></u>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Erosion Control Maintenance**  
Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3701 · EC-MNR Transfer payment	17,150.00	17,150.00	0.00	100.0%
3704 · EC-General Levy	43,497.00	43,497.00	0.00	100.0%
<b>Total Income</b>	<b>60,647.00</b>	<b>60,647.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>60,647.00</b>	<b>60,647.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
3730 · EC-Wages Salary	23,099.28	19,411.00	3,688.28	119.0%
3732 · EC-Seasonal Wages	8,124.48	8,568.00	(443.52)	94.82%
3736 · EC-Salaried Benefits	8,662.82	7,158.00	1,504.82	121.02%
3744 · EC-Taxes	6,860.70	6,789.00	71.70	101.06%
3745 · EC-Insurance	13,433.80	14,837.00	(1,403.20)	90.54%
3747 · EC-Repairs & Maintenance	386.73			
3760 · EC-Materials and Supplies	21.33	500.00	(478.67)	4.27%
3772 · EC-Hydro	401.13	900.00	(498.87)	44.57%
3773 · EC-Vehicle Gas	708.00	1,183.00	(475.00)	59.85%
3778 · EC-Internal Chargeback	971.20	1,301.00	(329.80)	74.65%
<b>Total Expense</b>	<b>62,669.47</b>	<b>60,647.00</b>	<b>2,022.47</b>	<b>103.34%</b>
<b>Net Ordinary Income</b>	<b>(2,022.47)</b>	<b>0.00</b>	<b>(2,022.47)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(2,022.47)</b>	<b>0.00</b>	<b>(2,022.47)</b>	<b>100.0%</b>



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Flood Forecasting**  
Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3801 · FF-MNR Transfer Payment</b>	30,695.00	30,695.00	0.00	100.0%
<b>3804 · FF-General Levy</b>	72,364.00	72,364.00	0.00	100.0%
<b>Total Income</b>	<b>103,059.00</b>	<b>103,059.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>103,059.00</b>	<b>103,059.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
<b>3830 · FF-Wages Salary</b>	54,708.07	63,296.00	(8,587.93)	86.43%
<b>3836 · FF-Salaried Benefits</b>	15,240.49	17,711.00	(2,470.51)	86.05%
<b>3841 · FF-Staff Mileage &amp; Expenses</b>	57.69	500.00	(442.31)	11.54%
<b>3842 · FF-Staff Certification &amp; Traini</b>	178.08	2,000.00	(1,821.92)	8.9%
<b>3843 · FF-Telephone</b>	7,439.86	8,354.00	(914.14)	89.06%
<b>3847 · FF-Repairs &amp; Maintenance</b>	170.02	300.00	(129.98)	56.67%
<b>3860 · FF-Materials &amp; Supplies</b>	300.00	900.00	(600.00)	33.33%
<b>3862 · FF-Services</b>	2,522.97	4,000.00	(1,477.03)	63.07%
<b>3873 · FF-Vehicle Gas</b>	629.11	1,050.00	(420.89)	59.92%
<b>3878 · FF-Internal Chargeback</b>	3,524.86	4,948.00	(1,423.14)	71.24%
<b>Total Expense</b>	<b>84,771.15</b>	<b>103,059.00</b>	<b>(18,287.85)</b>	<b>82.26%</b>
<b>Net Ordinary Income</b>	<b>18,287.85</b>	<b>0.00</b>	<b>18,287.85</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>3851 · FF-TCA Purchase</b>	2,085.55	1,151.46	934.09	181.12%
<b>Total Other Expense</b>	<b>2,085.55</b>	<b>1,151.46</b>	<b>934.09</b>	<b>181.12%</b>
<b>Net Other Income</b>	<b>(2,085.55)</b>	<b>(1,151.46)</b>	<b>(934.09)</b>	<b>181.12%</b>
<b>Net Income</b>	<b>16,202.30</b>	<b>(1,151.46)</b>	<b>17,353.76</b>	<b>(1,407.11%)</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Ice Management**  
Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3901 · IM-MNR Transfer Payment	2,670.00	2,690.00	(20.00)	99.26%
3904 · IM-General Levy	6,539.00	6,539.00	0.00	100.0%
3913 · IM-Other Revenue	4,250.00	4,250.00	0.00	100.0%
<b>Total Income</b>	<b>13,459.00</b>	<b>13,479.00</b>	<b>(20.00)</b>	<b>99.85%</b>
<b>Gross Profit</b>	<b>13,459.00</b>	<b>13,479.00</b>	<b>(20.00)</b>	<b>99.85%</b>
<b>Expense</b>				
3930 · IM-Wages Salary	2,771.14	4,330.00	(1,558.86)	64.0%
3936 · IM-Salaried Benefits	773.29	1,212.00	(438.71)	63.8%
3960 · IM-Materials & Supplies	0.00	600.00	(600.00)	0.0%
3962 · IM-Services	1,780.80	7,337.00	(5,556.20)	24.27%
<b>Total Expense</b>	<b>5,325.23</b>	<b>13,479.00</b>	<b>(8,153.77)</b>	<b>39.51%</b>
<b>Net Ordinary Income</b>	<b>8,133.77</b>	<b>0.00</b>	<b>8,133.77</b>	<b>100.0%</b>
<b>Net Income</b>	<b>8,133.77</b>	<b>0.00</b>	<b>8,133.77</b>	<b>100.0%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Source Water Protection**  
Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Comments</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>8301 · SWP OperatTransfer Pay'ts</b>	243,843.90	199,563.00	44,280.90	122.19%	Timing due to Provincial payouts
<b>Total Income</b>	<u>243,843.90</u>	<u>199,563.00</u>	<u>44,280.90</u>	<u>122.19%</u>	
<b>Gross Profit</b>	243,843.90	199,563.00	44,280.90	122.19%	
<b>Expense</b>					
<b>8330 · C-SWP Operat-Wages Salary</b>	116,980.20	116,238.00	742.20	100.64%	
<b>8331 · C-SWP Operat-Contract Wages</b>	0.00	5,934.00	(5,934.00)	0.0%	
<b>8336 · C-SWP-Salaried Benefits</b>	33,055.83	34,209.00	(1,153.17)	96.63%	
<b>8338 · C-SWP-Per Diem</b>	2,400.00	4,620.00	(2,220.00)	51.95%	
<b>8339 · C-SWP-Members Mileage</b>	1,044.83	1,680.00	(635.17)	62.19%	
<b>8340 · C-SWP-Member Expenses</b>	0.00	200.00	(200.00)	0.0%	
<b>8341 · C-SWP-Staff Mileage &amp; Expenses</b>	0.00	1,540.00	(1,540.00)	0.0%	
<b>8342 · C-SWP-Staff Certificate &amp; Train</b>	130.00				
<b>8343 · C-SWP-Telephone</b>	3,155.52	2,892.00	263.52	109.11%	
<b>8345 · SWP-Insurance</b>	2,552.41	2,550.00	2.41	100.1%	
<b>8348 · C-SWP-Office Supplies</b>	127.20	630.00	(502.80)	20.19%	
<b>8349 · C-SWP-Postage</b>	50.25	255.00	(204.75)	19.71%	
<b>8351 · C-SWP-Equipment Rental</b>	368.74	503.00	(134.26)	73.31%	
<b>8353 · C-SWP-Advertising &amp; Communicat</b>	0.00	250.00	(250.00)	0.0%	
<b>8358 · SWP-Audit</b>	808.45	765.00	43.45	105.68%	
<b>8360 · C-SWP-Materials &amp; Supplies</b>	0.00	2,352.00	(2,352.00)	0.0%	
<b>8362 · C-SWP-Services</b>	0.00	399.00	(399.00)	0.0%	
<b>8367 · C-SWP Operat-Admin Overhead</b>	5,588.00	5,588.00	0.00	100.0%	
<b>8370 · C-SWP-Rent</b>	14,886.00	14,886.00	0.00	100.0%	
<b>8373 · SWP-Vehicle Gas</b>	305.59	261.00	44.59	117.08%	
<b>8378 · SWP-Internal Chargeback</b>	3,811.00	3,811.00	0.00	100.0%	
<b>Total Expense</b>	<u>185,264.02</u>	<u>199,563.00</u>	<u>(14,298.98)</u>	<u>92.84%</u>	
<b>Net Ordinary Income</b>	<u>58,579.88</u>	<u>0.00</u>	<u>58,579.88</u>	<u>100.0%</u>	
<b>Net Income</b>	<u><b>58,579.88</b></u>	<u><b>0.00</b></u>	<u><b>58,579.88</b></u>	<u><b>100.0%</b></u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Septic OBC**  
**Year Ended December 31, 2023**

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3205 · S-OBC-Sole-benefitting Levy	9,000.00	9,000.00	0.00	100.0%
3206 · S-OBC-Fees	933,248.01	1,050,000.00	(116,751.99)	88.88%
3213 · S-OBC-Other Revenue	183,779.60	183,780.00	(0.40)	100.0%
<b>Total Income</b>	<b>1,126,027.61</b>	<b>1,242,780.00</b>	<b>(116,752.39)</b>	<b>90.61%</b>
<b>Gross Profit</b>	<b>1,126,027.61</b>	<b>1,242,780.00</b>	<b>(116,752.39)</b>	<b>90.61%</b>
<b>Expense</b>				
3230 · S-OBC--Wages Salary	515,123.08	546,821.00	(31,697.92)	94.2%
3231 · S-OBC-Wages Contract	114,556.23	231,155.00	(116,598.77)	49.56%
3232 · S-OBC-Wages Seasonal	91,121.98			
3236 · S-OBC-Salaried Benefits	198,366.21	205,980.00	(7,613.79)	96.3%
3241 · S-OBC-Staff Mileage & Expenses	3,865.22	3,000.00	865.22	128.84%
3242 · S-OBC-Staff Certific & Trainin	7,817.69	10,000.00	(2,182.31)	78.18%
3243 · S-OBC-Telephone	15,083.09	16,952.00	(1,868.91)	88.98%
3245 · S-OBC-Insurance	17,926.14	19,782.00	(1,855.86)	90.62%
3247 · S-OBC-Repairs & Maintenance	9,689.40	10,000.00	(310.60)	96.89%
3248 · S-OBC-Office Supplies	2,524.14	6,752.00	(4,227.86)	37.38%
3249 · S-OBC-Postage	1,016.25	1,224.00	(207.75)	83.03%
3250 · S-OBC Equipment Purchase	3,773.80	5,000.00	(1,226.20)	75.48%
3251 · S-OBC-Equipment Rental	8,133.50	4,493.00	3,640.50	181.03%
3252 · S-OBC-Publications & Printing	439.60	500.00	(60.40)	87.92%
3254 · S-OBC-Bank Charges	2,248.77	3,500.00	(1,251.23)	64.25%
3256 · S-OBC-Credit Card Charges	26,112.36	24,000.00	2,112.36	108.8%
3258 · S-OBC-Audit	5,389.72	4,774.00	615.72	112.9%
3259 · S-OBC-Legal Services	2,544.00	1,500.00	1,044.00	169.6%
3260 · S-OBC-Materials and Supplies	4,705.00	9,500.00	(4,795.00)	49.53%
3262 · S-OBC-Services	22,599.18	23,000.00	(400.82)	98.26%
3264 · S-OBC-Vehicle Lease	1,154.29	3,800.00	(2,645.71)	30.38%
3270 · S-OBC-Rental Expense	62,268.82	62,450.00	(181.18)	99.71%
3273 · S-OBC-Vehicle Gas	10,768.12	22,050.00	(11,281.88)	48.84%
3278 · OBC--Internal Chargeback	27,030.26	26,547.00	483.26	101.82%
<b>Total Expense</b>	<b>1,154,256.85</b>	<b>1,242,780.00</b>	<b>(88,523.15)</b>	<b>92.88%</b>
<b>Net Ordinary Income</b>	<b>(28,229.24)</b>	<b>0.00</b>	<b>(28,229.24)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(28,229.24)</b>	<b>0.00</b>	<b>(28,229.24)</b>	<b>100.0%</b>

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit Loss Budget vs. Actual

SECTION 28 REGULATIONS

Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3406 · RF-Fees</b>	44,180.00	62,125.00	(17,945.00)	71.12%
<b>Total Income</b>	<u>44,180.00</u>	<u>62,125.00</u>	<u>(17,945.00)</u>	<u>71.12%</u>
<b>Gross Profit</b>	44,180.00	62,125.00	(17,945.00)	71.12%
<b>Expense</b>				
<b>3430 · RF-Wages Salary</b>	42,051.46	42,353.00	(301.54)	99.29%
<b>3436 · RF-Salaried Benefits</b>	11,328.86	11,847.00	(518.14)	95.63%
<b>3442 · RF-Staff Certificat &amp; Training</b>	130.00	1,000.00	(870.00)	13.0%
<b>3449 · RF-Postage</b>	33.59	101.00	(67.41)	33.26%
<b>3460 · RF-Materials and Supplies</b>	24.41	200.00	(175.59)	12.21%
<b>3462 · RF-Services</b>	510.07	800.00	(289.93)	63.76%
<b>3473 · RF-Vehicle Gas</b>	315.55	526.00	(210.45)	59.99%
<b>3478 · RF-Internal Chargeback</b>	3,814.18	5,298.00	(1,483.82)	71.99%
<b>Total Expense</b>	<u>58,208.12</u>	<u>62,125.00</u>	<u>(3,916.88)</u>	<u>93.7%</u>
<b>Net Ordinary Income</b>	(14,028.12)	0.00	(14,028.12)	100.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>3451 · RF-TCA Purchase</b>	1,737.95	959.55	778.40	181.12%
<b>Total Other Expense</b>	<u>1,737.95</u>	<u>959.55</u>	<u>778.40</u>	<u>181.12%</u>
<b>Net Other Income</b>	(1,737.95)	(959.55)	(778.40)	181.12%
<b>Net Income</b>	<u><b>(15,766.07)</b></u>	<u><b>(959.55)</b></u>	<u><b>(14,806.52)</b></u>	<u><b>1,643.07%</b></u>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Water Quality Monitoring**  
Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4204 · WQ-General Levy</b>	4,997.00	4,997.00	0.00	100.0%
<b>4205 · WQ-Sole-benefitting Levy</b>	5,000.00	5,000.00	0.00	100.0%
<b>Total Income</b>	<u>9,997.00</u>	<u>9,997.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Gross Profit</b>	9,997.00	9,997.00	0.00	100.0%
<b>Expense</b>				
<b>4230 · WQ-Wages Salary</b>	3,054.75			
<b>4231 · WQ-Wages Contract</b>	788.86	3,956.00	(3,167.14)	19.94%
<b>4232 · WQ-Seasonal Wages</b>	0.00	1,152.00	(1,152.00)	0.0%
<b>4236 · WQ-Benefits</b>	1,073.53	1,359.00	(285.47)	78.99%
<b>4247 · WQ-Repairs &amp; Maintenance</b>	132.77			
<b>4260 · WQ-Materials &amp; Supplies</b>	277.77	1,500.00	(1,222.23)	18.52%
<b>4262 · WQ-Services</b>	580.00	580.00	0.00	100.0%
<b>4273 · WQ-Vehicle Gas</b>	578.99	1,450.00	(871.01)	39.93%
<b>Total Expense</b>	<u>6,486.67</u>	<u>9,997.00</u>	<u>(3,510.33)</u>	<u>64.89%</u>
<b>Net Ordinary Income</b>	<u>3,510.33</u>	<u>0.00</u>	<u>3,510.33</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>3,510.33</b></u>	<u><b>0.00</b></u>	<u><b>3,510.33</b></u>	<u><b>100.0%</b></u>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Outreach**  
Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Comments</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5703 · OUTREACH-Grants from Others	167,201.58	90,000.00	77,201.58	185.78%	
5704 · OUTREACH-General Levy	13,404.00	13,404.00	0.00	100.0%	
5706 · OUTREACH-Fees	0.00	1,000.00	(1,000.00)	0.0%	Included in other revenue
5707 · OUTREACH-Donations	54,181.75	2,000.00	52,181.75	2,709.09%	Miskwadessi Phase 2 Donations
5713 · OUTREACH-Other Revenue	11,036.80	5,000.00	6,036.80	220.74%	
<b>Total Income</b>	<b>245,824.13</b>	<b>111,404.00</b>	<b>134,420.13</b>	<b>220.66%</b>	
<b>Gross Profit</b>	<b>245,824.13</b>	<b>111,404.00</b>	<b>134,420.13</b>	<b>220.66%</b>	
<b>Expense</b>					
5730 · OUTREACH-Wages Salary	23,252.68	10,557.00	12,695.68	220.26%	includes Intern's wages covered by NOHFC
5731 · OUTREACH-Contract Wages	11,552.47				includes Intern's wages covered by NOHFC
5736 · OUTREACH-Salaried Benefits	9,316.93	2,993.00	6,323.93	311.29%	includes benefits covered by NOHFC
5741 · OUTREACH-Staff Mileage & Expens	538.82	500.00	38.82	107.76%	
5753 · OUTREACH-Advertising	0.00	500.00	(500.00)	0.0%	
5754 · OUTREACH-Awards and Scholarship	0.00	500.00	(500.00)	0.0%	
5760 · OUTREACH-Materials & Supplies	2,002.69	854.00	1,148.69	234.51%	
5762 · OUTREACH-Services	0.00	500.00	(500.00)	0.0%	
5766 · OUTREACH-Consulting Services	35,061.71	95,000.00	(59,938.29)	36.91%	
<b>Total Expense</b>	<b>81,725.30</b>	<b>111,404.00</b>	<b>(29,678.70)</b>	<b>73.36%</b>	
<b>Net Ordinary Income</b>	<b>164,098.83</b>	<b>0.00</b>	<b>164,098.83</b>	<b>100.0%</b>	
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
5750 · OUTREACH-TCA Purchases	20,727.40				
<b>Total Other Expense</b>	<b>20,727.40</b>				
<b>Net Other Income</b>	<b>(20,727.40)</b>	<b>0.00</b>	<b>(20,727.40)</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>143,371.43</b>	<b>0.00</b>	<b>143,371.43</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Interpretive Centre**  
Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5609 · IC-Property Rental Internal	143,622.00	143,622.00	0.00	100.0%
5610 · IC-Property Rental External	47,879.89	48,785.00	(905.11)	98.15%
5613 · IC-Other Revenue	31,699.50	31,225.00	474.50	101.52%
<b>Total Income</b>	<b>223,201.39</b>	<b>223,632.00</b>	<b>(430.61)</b>	<b>99.81%</b>
<b>Gross Profit</b>	<b>223,201.39</b>	<b>223,632.00</b>	<b>(430.61)</b>	<b>99.81%</b>
<b>Expense</b>				
5630 · IC-Wages & Salaries	69,780.56	80,510.00	(10,729.44)	86.67%
5636 · IC-Benefits	19,094.75	22,543.00	(3,448.25)	84.7%
5645 · IC-Insurance	15,224.98	16,815.00	(1,590.02)	90.54%
5646 · IC-Gas	21,057.44	16,500.00	4,557.44	127.62%
5647 · IC-Repairs & Maintenance	1,607.00	2,000.00	(393.00)	80.35%
5655 · IC-Interest Expense	25,373.27	25,464.00	(90.73)	99.64%
5660 · IC-Materials & Supplies	13,065.90	8,300.00	4,765.90	157.42%
5662 · IC-Services	31,932.93	32,000.00	(67.07)	99.79%
5671 · IC-Water	3,655.02	3,500.00	155.02	104.43%
5672 · IC-Hydro	20,338.46	16,000.00	4,338.46	127.12%
<b>Total Expense</b>	<b>221,130.31</b>	<b>223,632.00</b>	<b>(2,501.69)</b>	<b>98.88%</b>
<b>Net Ordinary Income</b>	<b>2,071.08</b>	<b>0.00</b>	<b>2,071.08</b>	<b>100.0%</b>
<b>Net Income</b>	<b>2,071.08</b>	<b>0.00</b>	<b>2,071.08</b>	<b>100.0%</b>



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**

**Profit Loss Budget vs. Actual**

**L P Operations**

Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
7004 · LP-General Levy	78,532.00	78,532.00	0.00	100.0%
7005 · LP-Sole-benefitting Levy	70,000.00	70,000.00	0.00	100.0%
7007 · LP-Donations	1,352.40	1,000.00	352.40	135.24%
7010 · LP-Property Rent Revenue Extern	18,808.35	21,400.00	(2,591.65)	87.89%
7013 · LP-Other Revenue	16,428.95	13,000.00	3,428.95	126.38%
<b>Total Income</b>	<b>185,121.70</b>	<b>183,932.00</b>	<b>1,189.70</b>	<b>100.65%</b>
<b>Gross Profit</b>	<b>185,121.70</b>	<b>183,932.00</b>	<b>1,189.70</b>	<b>100.65%</b>
<b>Expense</b>				
7030 · LP-Wages Salary	56,780.37	50,133.00	6,647.37	113.26%
7032 · LP-Seasonal Wages	4,874.69	5,140.00	(265.31)	94.84%
7036 · LP-Salaried Benefits	17,601.64	15,100.00	2,501.64	116.57%
7044 · LP-Taxes	15,436.36	15,275.00	161.36	101.06%
7045 · LP-Insurance	13,568.14	14,985.00	(1,416.86)	90.55%
7047 · LP-Repairs & Maintenance	3,286.55	1,500.00	1,786.55	219.1%
7050 · LP-Shared Costs with Ski Hill	11,131.78	8,313.00	2,818.78	133.91%
7052 · LP-Publications & Printing	0.00	2,500.00	(2,500.00)	0.0%
7060 · LP-Materials & Supplies	7,474.32	13,000.00	(5,525.68)	57.5%
7062 · LP-Services	21,596.00	48,000.00	(26,404.00)	44.99%
7064 · LP-Vehicle Lease	0.00	3,800.00	(3,800.00)	0.0%
7073 · LP-Vehicle Gas	2,071.32	4,560.00	(2,488.68)	45.42%
7078 · LP--Internal Chargeback	1,214.04	1,626.00	(411.96)	74.66%
<b>Total Expense</b>	<b>155,035.21</b>	<b>183,932.00</b>	<b>(28,896.79)</b>	<b>84.29%</b>
<b>Net Ordinary Income</b>	<b>30,086.49</b>	<b>0.00</b>	<b>30,086.49</b>	<b>100.0%</b>
<b>Net Income</b>	<b>30,086.49</b>	<b>0.00</b>	<b>30,086.49</b>	<b>100.0%</b>

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit Loss Budget vs. Actual for  
Lands and Properties Capital  
Year Ended December 31, 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
8604 · L&P Capital-General Levy	131,583.00	131,583.00	0.00	100.0%	
8605 · C-L&P-Special Levy	149,350.00	149,350.00	0.00	100.0%	
8613 · C-L&P-Other Revenue	308,439.00	262,001.00	46,438.00	117.72%	Includes FLW Contribution to Boardwalk
<b>Total Income</b>	<b>589,372.00</b>	<b>542,934.00</b>	<b>46,438.00</b>	<b>108.55%</b>	
<b>Gross Profit</b>	<b>589,372.00</b>	<b>542,934.00</b>	<b>46,438.00</b>	<b>108.55%</b>	
<b>Expense</b>					
8630 · C-L&P-Wages Salary	66,065.85	93,211.00	(27,145.15)	70.88%	
8636 · C-L&P-Salaried Benefits	18,679.68	26,089.00	(7,409.32)	71.6%	
8640 · Equipment_Purchase	0.00	5,000.00	(5,000.00)	0.0%	
8641 · C-L&P-Staff mileage & Expenses	1,248.38	1,200.00	48.38	104.03%	
8660 · C-L&P-Materials & Supplies	17,478.03	71,838.00	(54,359.97)	24.33%	
8662 · C-L&P-Services	142,272.78	291,036.00	(148,763.22)	48.89%	Tower Deck Repair Expenses billed in 2024
8666 · C-L&P-Consulting Services	0.00	1,000.00	(1,000.00)	0.0%	
8667 · C-L&P-Admin Overhead	50,567.96	50,568.00	(0.04)	100.0%	
8673 · C-L&P-Vehicle Gas	942.43	1,582.00	(639.57)	59.57%	
8678 · C-L&P-Internal Chargeback	1,052.16	1,410.00	(357.84)	74.62%	
8680 · C-L&P-Other Reserve	0.00	0.00	0.00	0.0%	
8681 · C-L&P-Other Planned Surplus	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	<b>298,307.27</b>	<b>542,934.00</b>	<b>(244,626.73)</b>	<b>54.94%</b>	
<b>Net Ordinary Income</b>	<b>291,064.73</b>	<b>0.00</b>	<b>291,064.73</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>291,064.73</b>	<b>0.00</b>	<b>291,064.73</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**Central Services**  
**Year Ended December 31, 2023**

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>9704 · CS-General Levy</b>	58,967.00	58,967.00	0.00	100.0%
<b>9713 · CS-Other Revenue</b>	18,924.00	18,924.00	0.00	100.0%
<b>Total Income</b>	<u>77,891.00</u>	<u>77,891.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Gross Profit</b>	77,891.00	77,891.00	0.00	100.0%
<b>Expense</b>				
<b>9730 · CS-Wages Salary</b>	15,759.19	16,906.00	(1,146.81)	93.22%
<b>9736 · CS-Benefits</b>	4,437.06	4,733.00	(295.94)	93.75%
<b>9750 · CS-Equipment Purchase</b>	1,992.59	500.00	1,492.59	398.52%
<b>9760 · CS-Materials &amp; Supplies</b>	9,304.26	13,080.00	(3,775.74)	71.13%
<b>9762 · CS-Services</b>	5,786.04	5,000.00	786.04	115.72%
<b>9766 · CS-Consulting Services</b>	0.00	25,000.00	(25,000.00)	0.0%
<b>9767 · CS-Admin Overhead</b>	9,000.00	9,000.00	0.00	100.0%
<b>9778 · CS - Internal Chargeback</b>	2,600.16	3,672.00	(1,071.84)	70.81%
<b>Total Expense</b>	<u>48,879.30</u>	<u>77,891.00</u>	<u>(29,011.70)</u>	<u>62.75%</u>
<b>Net Ordinary Income</b>	29,011.70	0.00	29,011.70	100.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>9751 · CS-TCA purchase</b>	1,737.95			
<b>Total Other Expense</b>	<u>1,737.95</u>			
<b>Net Other Income</b>	(1,737.95)	0.00	(1,737.95)	100.0%
<b>Net Income</b>	<u><u>27,273.75</u></u>	<u><u>0.00</u></u>	<u><u>27,273.75</u></u>	<u><u>100.0%</u></u>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**DIA Technical Services**  
**Year Ended December 31, 2023**

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>9803 · DIA Tech-Grants from Others</b>	22,403.86			
<b>9804 · DIA Tech-General Levy</b>	180,714.00	180,714.00	0.00	100.0%
<b>9813 · DIA Tech-Other Revenue</b>	62,218.00	62,218.00	0.00	100.0%
<b>Total Income</b>	265,335.86	242,932.00	22,403.86	109.22%
<b>Gross Profit</b>	265,335.86	242,932.00	22,403.86	109.22%
<b>Expense</b>				
<b>9830 · DIA Tech-Salaried Wages</b>	67,852.29	73,650.00	(5,797.71)	92.13%
<b>9832 · DIA Tech-Seasonal Wages</b>	2,341.25	3,430.00	(1,088.75)	68.26%
<b>9836 · DIA Tech-Salaried Benefits</b>	19,665.16	21,342.00	(1,676.84)	92.14%
<b>9841 · DIA Tech-Staff Mileage &amp; Expens</b>	24.99	1,500.00	(1,475.01)	1.67%
<b>9842 · DIA Tech-Staff Certification &amp;</b>	50.88	2,500.00	(2,449.12)	2.04%
<b>9850 · DIA Tech - Equipment Purchase</b>	395.85	4,500.00	(4,104.15)	8.8%
<b>9852 · DIA Tech - Publicat and Print</b>	0.00	1,500.00	(1,500.00)	0.0%
<b>9860 · DIA Tech-Materials and Supplies</b>	1,278.42	2,360.00	(1,081.58)	54.17%
<b>9862 · DIA Tech-Services</b>	8,194.73	5,000.00	3,194.73	163.9%
<b>9865 · DIA Tech Secondments</b>	11,636.40			
<b>9866 · DIA Tech-Consulting Services</b>	70,387.39	100,000.00	(29,612.61)	70.39%
<b>9867 · DIA Tech-Admin Overhead</b>	27,150.00	27,150.00	0.00	100.0%
<b>Total Expense</b>	208,977.36	242,932.00	(33,954.64)	86.02%
<b>Net Ordinary Income</b>	56,358.50	0.00	56,358.50	100.0%
<b>Net Income</b>	<b>56,358.50</b>	<b>0.00</b>	<b>56,358.50</b>	<b>100.0%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**NBMCA Integrated Watershed Management**  
**Year Ended December 31, 2023**

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>9901 · NBMCA IWM-Transfer Pay</b>	0.00	30,000.00	(30,000.00)	0.0%
<b>9904 · NBMCA Watershd Plan-General Lev</b>	42,745.00	42,745.00	0.00	100.0%
<b>9905 · NBMCA IWM-Sole-benefitting Levy</b>	329,000.00	329,000.00	0.00	100.0%
<b>9913 · NBMCA Watershd Plan-Other Reven</b>	59,743.00	55,243.00	4,500.00	108.15%
<b>Total Income</b>	<b>431,488.00</b>	<b>456,988.00</b>	<b>(25,500.00)</b>	<b>94.42%</b>
<b>Gross Profit</b>	<b>431,488.00</b>	<b>456,988.00</b>	<b>(25,500.00)</b>	<b>94.42%</b>
<b>Expense</b>				
<b>9930 · NBMCA Watershd Plan-Salary Wage</b>	183,443.06	140,504.00	42,939.06	130.56%
<b>9931 · NBMCA Watershd Plan-Contr Wages</b>	1,978.90	64,490.00	(62,511.10)	3.07%
<b>9932 · NBMCA Watershd Plan-Wages Seaso</b>	6,273.78	9,659.00	(3,385.22)	64.95%
<b>9936 · NBMCA Watershd Plan-Salary Ben</b>	52,295.55	58,847.00	(6,551.45)	88.87%
<b>9941 · NBMCA IWM-Staff Mileage and Exp</b>	1,369.38	1,000.00	369.38	136.94%
<b>9942 · NBMCA Watershd Plan-Cert &amp; Trai</b>	1,703.07	2,000.00	(296.93)	85.15%
<b>9950 · Equipment Purchase</b>	2,773.67	25,000.00	(22,226.33)	11.1%
<b>9951 · IWM-Equipment Rental</b>	1,724.35	4,250.00	(2,525.65)	40.57%
<b>9953 · NBMCA Watershd Plan-Advertising</b>	609.18	5,000.00	(4,390.82)	12.18%
<b>9960 · NBMCA Watershd Plan-Materials</b>	11,326.97	11,856.00	(529.03)	95.54%
<b>9962 · NBMCA Watershd Plan-Services</b>	3,029.91	8,000.00	(4,970.09)	37.87%
<b>9966 · NBMCA Watershd Plan-Cons Servic</b>	17,828.35	70,000.00	(52,171.65)	25.47%
<b>9967 · NBMCA Watershd Plan-Admin Overh</b>	51,300.00	51,300.00	0.00	100.0%
<b>9978 · NBMCA Watershd Plan-Chargeback</b>	3,126.24	5,082.00	(1,955.76)	61.52%
<b>Total Expense</b>	<b>338,782.41</b>	<b>456,988.00</b>	<b>(118,205.59)</b>	<b>74.13%</b>
<b>Net Ordinary Income</b>	<b>92,705.59</b>	<b>0.00</b>	<b>92,705.59</b>	<b>100.0%</b>
<b>Net Income</b>	<b>92,705.59</b>	<b>0.00</b>	<b>92,705.59</b>	<b>100.0%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**WECI**  
**Year Ended December 31, 2023**

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>109-01 · WECI Project Trsf Pay'</b>	40,000.00			
<b>109-05 · WECI-Sole Benefitting Levy</b>	175,100.00	175,100.00	0.00	100.0%
<b>109-13 · WECI Project -Other Rev</b>	324,950.00	324,950.00	0.00	100.0%
<b>Total Income</b>	<b>540,050.00</b>	<b>500,050.00</b>	<b>40,000.00</b>	<b>108.0%</b>
<b>Gross Profit</b>	<b>540,050.00</b>	<b>500,050.00</b>	<b>40,000.00</b>	<b>108.0%</b>
<b>Expense</b>				
<b>109-30 · WECI Project -SalaryWage</b>	12,860.28	23,280.00	(10,419.72)	55.24%
<b>109-36 · WECI -Benefits</b>	4,823.76	6,520.00	(1,696.24)	73.98%
<b>109-47 · WECI Project -Repair &amp; M</b>	347,370.99	302,000.00	45,370.99	115.02%
<b>109-66 · WECI Project-Consult Servi</b>	4,655.52	142,000.00	(137,344.48)	3.28%
<b>109-67 · WECI Project-Admin Overhea</b>	26,250.00	26,250.00	0.00	100.0%
<b>Total Expense</b>	<b>395,960.55</b>	<b>500,050.00</b>	<b>(104,089.45)</b>	<b>79.18%</b>
<b>Net Ordinary Income</b>	<b>144,089.45</b>	<b>0.00</b>	<b>144,089.45</b>	<b>100.0%</b>
<b>Net Income</b>	<b>144,089.45</b>	<b>0.00</b>	<b>144,089.45</b>	<b>100.0%</b>

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit Loss Budget vs. Actual

Mortgage Principal Repayment Capital

Year Ended December 31, 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>115-13 · Mtge Principal Repay-Other Rev</b>	19,100.00	19,100.00	0.00	100.0%
<b>Total Income</b>	<b>19,100.00</b>	<b>19,100.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>19,100.00</b>	<b>19,100.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
<b>115-90 · Mtge Principal Repay-Princ Pay</b>	17,863.69	19,100.00	(1,236.31)	93.53%
<b>Total Expense</b>	<b>17,863.69</b>	<b>19,100.00</b>	<b>(1,236.31)</b>	<b>93.53%</b>
<b>Net Ordinary Income</b>	<b>1,236.31</b>	<b>0.00</b>	<b>1,236.31</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,236.31</b>	<b>0.00</b>	<b>1,236.31</b>	<b>100.0%</b>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**LSHSC CAPITAL ASSET**  
**Year Ended December 31, 2023**

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
112-13 · LSHSC Capital - Other Revenue	65,000.00	65,000.00	0.00	100.0%	Total Received \$58,497
<b>Total Income</b>	65,000.00	65,000.00	0.00	100.0%	
<b>Gross Profit</b>	65,000.00	65,000.00	0.00	100.0%	
<b>Expense</b>					
112-60 · LSHSC Cap Reserve Mater & Suppl	82,169.90	65,000.00	17,169.90	126.42%	Year End Reserve Balance of \$138,360
<b>Total Expense</b>	82,169.90	65,000.00	17,169.90	126.42%	
<b>Net Ordinary Income</b>	(17,169.90)	0.00	(17,169.90)	100.0%	
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
112-50 · LSHSC Capital - TCA Purchases	0.00	0.00	0.00	0.0%	
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%	
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%	
<b>Net Income</b>	<b>(17,169.90)</b>	<b>0.00</b>	<b>(17,169.90)</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit Loss Budget vs. Actual**  
**LSHSC OPERATING RESERVE FUNDS**  
**Year Ended December 31, 2023**

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
114-13 · LSHSC Operating Funds Reserve	60,000.00	60,000.00	0.00	100.0%
<b>Total Income</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
114-60 · LSHSC Op Reserve-Mat & Supplies	60,000.00	60,000.00	0.00	100.0%
<b>Total Expense</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## NORTH BAY-MATTAWA CONSERVATION AUTHORITY

## Balance Sheet

As of 31 December 2023

	31 Dec 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
0100 · Bank-General	36,094.92
0106 · TD Bank-General	1,163,469.64
0115 · TD Bank-LSHSC Capit Asset Rsvr	93,204.45
<b>Total Chequing/Savings</b>	<b>1,292,769.01</b>
<b>Accounts Receivable</b>	
0300 · ACCOUNTS RECEIVABLES	58,609.82
<b>Total Accounts Receivable</b>	<b>58,609.82</b>
<b>Other Current Assets</b>	
0500 · PREPAID EXPENSES	22,211.94
0700 · HST RECEIVABLES	48,858.00
<b>Total Other Current Assets</b>	<b>71,069.94</b>
<b>Total Current Assets</b>	<b>1,422,448.77</b>
<b>Fixed Assets</b>	
<b>1100 · Property Plant &amp; Equipment</b>	
1110 · Land	7,172,444.48
1120 · Buildings	3,900,099.17
1125 · Accum Amort Building	(1,513,724.78)
1130 · Infrastructure	9,493,490.58
1135 · Accum Amort Infrastructure	(6,011,123.78)
1140 · Vehicle	275,612.32
1145 · Accum Amort Vehicle	(175,722.67)
1150 · Equipment	311,431.96
1155 · Accum Amort Equipment	(231,035.44)
1160 · Machinery and Equipment	88,408.11
1165 · Accum Amort Machinery & Equipme	(85,866.81)
1170 · Office Furniture	55,412.13
1175 · Accum Amort Office Furniture	(54,691.39)
1180 · Computers and Printers	282,621.44
1185 · Accum Amort Computers & Printer	(244,699.68)
<b>Total 1100 · Property Plant &amp; Equipment</b>	<b>13,262,655.64</b>
<b>Total Fixed Assets</b>	<b>13,262,655.64</b>
<b>Other Assets</b>	
<b>1000 · LONG TERM RECEIVABLES</b>	
1026 · Long Term Note Receiv -LSHS	4,146.62
<b>Total 1000 · LONG TERM RECEIVABLES</b>	<b>4,146.62</b>
<b>Total Other Assets</b>	<b>4,146.62</b>
<b>TOTAL ASSETS</b>	<b>14,689,251.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1600 · ACCOUNTS PAYABLES-NBMCA	279,284.34
<b>Total Accounts Payable</b>	<b>279,284.34</b>

## NORTH BAY-MATTAWA CONSERVATION AUTHORITY

## Balance Sheet

As of 31 December 2023

	31 Dec 23
<b>Other Current Liabilities</b>	
<b>1700 · DEFERRED REVENUE</b>	
1717 · Def Rev-Capital L & P	10,574.83
1724 · Def Rev-Central Services	3,138.24
1730 · Def Rev-DIA Technical	118,044.20
1731 · Def Rev-NBMCA Watershed Plan	313,490.81
1744 · WECI Project	140,673.44
1746 · Def Rev-Ice Management	7,822.81
<b>Total 1700 · DEFERRED REVENUE</b>	<b>593,744.33</b>
<b>1800 · ACCRUED LIABILITY</b>	
1801 · Accrued Audit Fees	15,000.00
1803 · December Accruals	34,752.75
1805 · Accrued post retirement health	71,425.00
1806 · Accrued vacation pay & sick lea	79,141.37
1812 · February Accruals	13,551.36
1814 · April Accruals	30,799.09
<b>Total 1800 · ACCRUED LIABILITY</b>	<b>244,669.57</b>
2100 · GST Payable	1,454.34
2200 · SALARIES PAYABLE	27,699.36
2500 · Macs C Y Assist Payable	(60.00)
<b>Total Other Current Liabilities</b>	<b>867,507.60</b>
<b>Total Current Liabilities</b>	<b>1,146,791.94</b>
<b>Long Term Liabilities</b>	
1920 · TD TERM LOAN - 001	553,741.23
<b>Total Long Term Liabilities</b>	<b>553,741.23</b>
<b>Total Liabilities</b>	<b>1,700,533.17</b>
<b>Equity</b>	
<b>2700 · RESERVES</b>	
2701 · Septic OBC Reserve	279,788.16
2702 · LSHSC Capital Reserve	162,033.00
2703 · LSHSC Operating Reserve	64,592.00
2704 · Land Acquisition Reserve	29,781.00
<b>Total 2700 · RESERVES</b>	<b>536,194.16</b>
2950 · Retained Earnings/Deficit-NBMCA	(939,540.68)
2960 · Amts to be Recovered in Future	(708,153.00)
2980 · Tangible Capital Assets	13,650,160.00
2985 · Changes in Capital Assets	32,313.76
Net Income	417,743.62
<b>Total Equity</b>	<b>12,988,717.86</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,689,251.03</b>



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** March 13, 2024

**SUBJECT:** Report on Development, Interference with Wetlands and Alterations to Shorelines  
and Watercourses Permits

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006, the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands, and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. On February 29, 2024, the NBMCA Board of Directors updated the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Water Resources / Deputy CAO

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

Eleven new permits have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures, and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

Of the newly issued permits three were issued for shoreline alterations, two were issued each for dredging and the construction of dwellings, and one permit was issued for each of the following activities: filling, dock construction, construction of an accessory structure and an addition to an existing structure.

**Recommendation:**

**THAT** the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

**Recommended Resolution:**

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

*Valerie Murphy*

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**Valerie Murphy, Regulations Officer**

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
<b>RNB-24-05</b>	Golden Estates Limited	North Bay	49 Garland Drive	Trout Lake	To place fill, grade and create swales	February 27, 2024	<b>#04-27</b> February 27, 2024
<b>RNB-24-01</b>	City of North Bay	North Bay	North Bay Marina (King's Landing)	Lake Nipissing	To undertake routine marina dredge	February 29, 2024	<b>#05-24</b> March 13, 2024
<b>RNB-24-06</b>	Marcus Popp	North Bay	955 C Northshore Road	Trout Lake	To remove existing dock and install new steel beam supported dock	February 26, 2024	<b>#06-24</b> March 4, 2024
<b>RNB-24-07</b>	Millford Developments Limited	North Bay	827 Lakeshore Drive	Lake Nipissing	To repair existing seawall and backfill interior land area behind wall	February 27, 2024	<b>#07-24</b> March 4, 2024
<b>RCALL-24-01</b>	Randy and Pat Gravelle	Callander	333 Main Street South	Callander Bay	To alter and increase existing shoreline erosion protection	February 26, 2024	<b>#08-24</b> March 4, 2024

<b>RNB-24-08</b>	Consolidated Homes Limited	North Bay	Golf Club Road	Chippewa Creek	To prepare site and construct 3 new single-family dwellings	February 27, 2024	<b>#09-24</b> March 4, 2024
<b>RCALL-24-02</b>	Jimmy Kolios	Callander	973 Main St South	Callander Bay	To dredge dock area and reconstruct crib docks	February 29, 2024	<b>#10-24</b> March 4, 2024
<b>REF-24-01</b>	Adam Curran	East Ferris	135 Woodcliffe	Trout Lake and unnamed watercourse	To construct a raised gazebo	March 12, 2024	<b>#11-24</b> March 13, 2024
<b>RCALL-24-03</b>	Brad Claridge	Callander	193 Main Street North	Callander Bay	To construct an addition to an existing garage	March 7, 2024	<b>#12-24</b> March 13, 2024
<b>RNB-24-10</b>	Rob Godbout	North Bay	1556 Fraser Street	Chippewa Creek	To construct a dwelling	March 11, 2024	<b>#13-24</b> March 13, 2024
<b>RNB-24-11</b>	Mitch Kolios	North Bay	137 Campbell Ave	Lake Nipissing	To reconstruct existing shoreline retaining wall	March 8, 2024	<b>#14-24</b> March 13, 2024



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** March 28, 2024

**SUBJECT:** Recommendation for Delegation of Powers Related to Permit Issuance,  
Cancellation and Hearings

**Background:**

On April 1, 2024, the *Conservation Authorities Act* will be amended, including the proclamation of Part VI (*Regulation of Areas Over Which Authorities Have Jurisdiction*). Included in this proclamation is the enactment of section 28.4 (*Delegation of Power*). Through this subsection, an Authority may delegate any of its powers related to the **issuance or cancellation of permits** under the Act or the regulations, **or to the holding of hearings in relation to the permits**, to the **Authority's executive committee or to any other person or body**, subject to any limitations or requirements that may be prescribed by regulation. Prior to April 1, 2024, subsection 28(2) of the Act (to be repealed) provided that a Conservation Authority regulation could delegate any of the Authority's powers or duties under the regulation to the Authority's executive committee or any other person or body, subject to regulatory limitations and requirements.

While many Conservation Authorities have delegated powers to the executive committee and/or staff related to the granting of permissions, the new section 28.4 of the Act provides additional delegation authority for consideration.

The ability to delegate powers related to the issuance and cancellation of permits, as well as holding of hearings and complete application reviews, presents an opportunity to streamline administrative components of the permit review and decision-making process. Current Authority delegation of powers to the executive committee or CA staff will need to be updated further to the enactment of Part VI of the Act.

**Analysis:**

NBMCA offers the following recommendations and rationale for delegation of powers related to permit issuance, cancellation, and holding of hearings.



Activity	Recommended Delegation	Rationale
Issuance & Extension of Permits (up to the maximum period of validity)	<b>Issuance and Extension of Permits</b> -Chief Administrative Officer, Secretary-Treasurer -Director, Water Resources/Deputy CAO  <b>Hearings</b> -Executive Committee of Board of Directors	<ul style="list-style-type: none"> <li>• Delegation of powers to staff for affirmative permitting decisions is currently in place for most CAs and is consistent with provincial direction*</li> <li>• Expediency to review and issue permits within legislated and regulated timeframes (new requirement)</li> <li>• Hearings further to an Authority's notice of intent to refuse an extension request would be subject to the <i>Statutory Powers and Procedure Act</i></li> </ul>
Cancellation of Permits	<b>Notice of intent to cancel</b> -Chief Administrative Officer, Secretary-Treasurer -Director, Water Resources/Deputy CAO  <b>Hearing for cancellation</b> -Executive Committee of Board of Directors	<ul style="list-style-type: none"> <li>• Cancellation of permits involves opportunity for a hearing before the Authority or its delegate</li> <li>• Hearings would be subject to the <i>Statutory Powers Procedure Act</i></li> <li>• Decisions from the hearing process are subject to appeal to the Ontario Land Tribunal</li> </ul>
Hearings i. 28.1 (Permits) ii. 28.1.2 (Mandatory permits, zoning orders)** iii. 30.4 (Stop Order)	Executive Committee of Board of Directors	<ul style="list-style-type: none"> <li>• Hearings prior to April 1, 2024 were held before the Board or Executive Committee</li> <li>• Hearings would be subject to the <i>Statutory Powers Procedure Act</i></li> <li>• Decisions are subject to appeal via a request for Minister's review or to the Ontario Land Tribunal</li> </ul>
Administrative Reviews (Requests for Review)	-Chief Administrative Officer, Secretary-Treasurer -Director, Water Resources/Deputy CAO	<ul style="list-style-type: none"> <li>• Limited timeframe (30-days) to complete a review</li> <li>• Reviewer should have knowledge of CA application process and familiarity with CA development policies/guidelines</li> <li>• Decision is related to confirmation of complete application /administrative processes <u>only</u> and not a decision about whether the permit should be issued</li> <li>• The review process is not subject to the <i>Statutory Powers Procedure Act</i></li> <li>• No mechanism within the <i>CA Act</i> for appeal</li> <li>• Delegation is consistent with provincial direction*</li> </ul>

\*Based on recommendations from the Conservation Authority Liaison Committee as well as from the [Policies and Procedures for Conservation Authority Plan Review and Permitting Activities](#) (2010)

\*\*Hearing purpose is to consider inclusion of permit conditions only

\*\*\*Recommend CAs consult legal counsel

**Recommendation:**

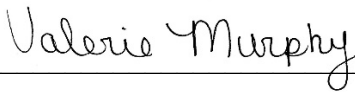
**THAT** the Board of Directors update the delegations of approval for North Bay-Mattawa Conservation Authority, under section 28.4 of the Conservation Authorities Act in preparation of the April 1, 2024 proclamation.

**Recommended Resolution:**

**THAT** the Chief Administrative Officer, Secretary-Treasurer and Director, Water Resources/Deputy CAO receive delegation to issue and extend permits up to the maximum period of validity, to issue notices of intent to cancel a permit, and to undertake administrative reviews as requested.

**THAT** the Executive Committee of the Board of Directors receive a delegation to hold hearings.

**Submitted by:**

  
\_\_\_\_\_

**Valerie Murphy, Regulations Officer**

**Reviewed by:**

**Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer**



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Mark Bremer, Director, Corporate Services, Human Resources and Labour  
Relations

**DATE:** March 28, 2024

**SUBJECT:** Updated North Bay -Mattawa Conservation Authority Personnel Policy

**Background:**

The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) issued an order on January 22, 2024, directing NBMCA to update the workplace harassment and violence policy. NBMCA staff complied and updated the policy accordingly, obtaining Board approval in February 2024.

The policy was sent to MLITSD for their review and on March 8, 2024, NBMCA received an email from the inspector MLITSD with additional comments to be addressed in the policy including measures and procedures to control the risks identified in the assessment and addressing domestic violence. The compliance date to provide more time to work on these policy/programs was extended by the inspector until April 30, 2024.

**Analysis:**

The Personnel Policy has been updated to include the changes requested in the email communication received from the MLITSD inspector. The changes include an updated on the provisions of the Ontario OSA 32.0.2 (1)

**Recommendation:**

That the NBMCA approve of the changes as outlined in the attached updated Personnel Policy

**Recommended Resolution:**

**THAT** the Updated North Bay -Mattawa Conservation Authority Personnel Policy be approved and appended to the minutes of this meeting.

**Prepared by**

Mark Bremer, Director, Corporate Services, Human Resources and Labour Relations

**Reviewed By**

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer



**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Aaron Lougheed, Manager, Finance  
Adam Whyte, Supervisor, Maintenance

**DATE:** March 20, 2024

**SUBJECT:** Laurentian Ski Hill Capital Reserve Request

**Background**

The Laurentian Ski Hill Snowboarding Club (“Ski Hill”) operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Ski Hill. One is to assist with Ski Hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

The agreement between NBMCA and the Ski Hill is such that borrowing from the reserve accounts requires NBMCA approval. The agreement also requires that the Ski Hill provide NBMCA with monthly balance sheets, income statements (with budget comparisons delivered within 5 weeks following the month end) and audited financial statements within reason of its April 30th year end.

NBMCA received funding requests from the Ski Hill as follows: through an email sent to NBMCA on March 14, 2024, the Ski Hill requested funds of \$87,354.55 from the NBMCA’s Ski Hill capital reserve to pay eight invoices related to their 2023 Chair Lift TSSA Audit and Maintenance. These assets are owned by the NBMCA. A copy of the invoices are attached to this report.

**Analysis**

Staff analysis involves reviewing the current capital reserves at NBMCA for the Ski Hill and, when available, the unaudited/audited financial statements and monthly reports from the Ski Hill.

Upon reviewing the invoices for the requested funds staff have determined that the request is appropriate to pay as the payment is considered a repair, or maintenance, and improves the lifespan of NBMCA assets.

See Table 1: NBMCA’s Ski Hill Capital Reserve for current capital reserve balance. Note that the balance does not include the 2024 Ski Hill Capital Reserve Requests.

**Table 1: NBMCA's Ski Hill Capital Reserve**

Description	Amount
Capital Reserve	\$138,360
Request from the Ski Hill to NBMCA to pay contractor invoice	\$87,354.55
Estimated balance remaining on completion of above transaction (net of HST)	\$61,055

**Recommendation:**

Staff recommend that the NBMCA Board approve the Ski Hill's request for \$87,354.55 from the NBMCA's Ski Hill capital reserve for the purpose of paying invoices related to the repair, maintenance, and audit of the NBMCA owned Ski Hill assets.

**Recommended Resolution:**

**THAT** the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$87,354.55 from the NBMCA's Ski Hill capital reserve.

**Submitted By**

**Aaron Lougheed, Assistant Manager, Finance**

**Adam Whyte, Supervisor, Maintenance**

**Reviewed By**

**Chitra Gowda, Chief Administrative Office, Secretary Treasurer**



**Leitner-Poma Canada Inc**

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

**INVOICE**

Invoice No.: 12023  
 Date: 01/31/2024  
 Ship Date: 01/29/2024  
 Page: 1  
 Re: Order No. 24-070

**Sold to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount	
			24-070 Laurentian: Quad Chair Troubleshooting Drive, CPS, Safety gate: Troubleshooting done for drive, CPS and the safety gate.				
			For 01/29/2024				
SERV-EL	Hour	5	Service - electrical	OH	120.00	600.00	
TRAV	Hour	3	Travel	OH	120.00	360.00	
MILE	KM	330	Mileage	OH	0.68	224.40	
EL9510170	Each	1	EFFECTOR ID5005 PROXIMITY SWITCH INDUCTIVE (EL 3E)	OH	460.68	460.68	
			Subtotal:			1,645.08	
			OH - HST 13%				
			OH			213.86	
Shipped By: _____ Tracking Number: _____					Total Amount		1,858.94
Terms: Net 30. Due 03/01/2024.					Amount Paid		0.00
<b>Comment:</b>					<b>Amount Owing</b>		<b>1,858.94</b>
Sold By: Landry, Todd							

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 11951  
 Date: 01/23/2024  
 Ship Date: 12/01/2023  
 Page: 1  
 Re: Order No. 23-159

**Sold to:**  
**Laurentian Ski Hill**  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
BM Quad		1	Monthly Service Agreement for maintenance of BM CL 4 Installation # 73791	OH	1,500.00	1,500.00
BM Rope Tow		1	Monthly Service Agreement for maintenance of BM Handle Tow Installation # 64676630	OH	700.00	700.00
Shippers Carpet		1	Monthly Service Agreement for maintenance of Shippers Carpet Installation # 64674581 Service for December 2023 Agreement term - December 01 , 2023 to April 01, 2024	OH	700.00	700.00
Subtotal:						2,900.00
OH - HST 13%						
OH						377.00
Shipped By: _____ Tracking Number: _____				Total Amount		3,277.00
Comment: _____				Amount Paid		0.00
Sold By: Tinkler, Glen				Amount Owing		3,277.00

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 11952  
 Date: 01/23/2024  
 Ship Date: 01/01/2024  
 Page: 1  
 Re: Order No. 23-159

**Sold to:**  
**Laurentian Ski Hill**  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
BM Quad		1	Monthly Service Agreement for maintenance of BM CL 4 Installation # 73791	OH	1,500.00	1,500.00
BM Rope Tow		1	Monthly Service Agreement for maintenance of BM Handle Tow Installation # 64676630	OH	700.00	700.00
Shippers Carpet		1	Monthly Service Agreement for maintenance of Shippers Carpet Installation # 64674581 Service for January 2024 Agreement term - December 01 , 2023 to April 01, 2024	OH	700.00	700.00
Subtotal:						2,900.00
OH - HST 13%						
OH						377.00
Shipped By: _____ Tracking Number: _____				Total Amount		3,277.00
Comment: _____				Amount Paid		0.00
Sold By: Tinkler, Glen				Amount Owing		3,277.00



# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 11956  
 Date: 01/25/2024  
 Ship Date:  
 Page: 1  
 Re: Order No.

**Sold to:**  
**Laurentian Ski Hill**  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SERV	Hour	101.0	Handle Tow/Chair/Beginner	OH	120.00	12,120.00
TRAV	Hour	16.5	Service as per field service report	OH	120.00	1,980.00
SERVENG	Hour	8.0	Travel	OH	162.00	1,296.00
Lodging	Each		Service - Engineer	OH		4,019.49
Meals	Each		Lodging	OH		1,862.50
MILE	KM	3,210.0	Meals	OH	0.68	2,182.80
9950311*		60.0	Mileage	OH	11.23	673.80
2407983*		118.0	Gearbox oil	OH	23.00	2,714.00
9950313*		60.0	Hanger bushing	OH	9.94	596.40
			MOBIL DTE 10 EXCEL 32	OH		250.00
			Shop supplies	OH		465.71
			Machining of Bushings for grips	OH		1,015.00
			Repairs for handrails	OH		190.08
9950467	Each	2.0	BEARING UCP206 D1 NTN PILLOW BLOCK (14C4)	OH	95.04	526.68
20015279	Each	132.0	18 MM X 120 x 120 HEX HEAD 8.8 PLT (11D3)	OH	3.99	176.88
H0116	Each	132.0	NYLOCK 18 MM 8.8 PL (11D3)	OH	0.24	63.36
L20001841	Each	264.0	WASHER 18 MM PLT (11D3)	OH	84.04	84.04
EL9950721	Each	1.0	E2B-M12KN08-M1-B1 OMRON (EL 3D)	OH	145.50	145.50
EL9950038	Each	1.0	TURCK RK 4T-10 ACTUATOR AND SENSOR	OH		
			Subtotal:			30,362.24
			OH - HST 13%			3,947.09
			OH			
Shipped By:					Tracking Number:	
Comment:					Total Amount	34,309.33
Sold By: Tinkler, Glen					Amount Paid	0.00
					<b>Amount Owing</b>	<b>34,309.33</b>

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 11970  
 Date: 01/29/2024  
 Ship Date: 10/31/2023  
 Page: 1  
 Re: Order No. 23-086

**Sold to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			23-086: Chair Lift Dismantled sheave trains from towers 1, 5, 8, uphill & downhill. Also removed guide sheaves from the drive station and return station. Dismantled sheave trains and replaced all bushing and pins. Replaced all grease nipples, mounting hardware. Reassembled			
B9502232	Each	26	RETAINING RING EXT 1 1/4"FOR PIN 2/4 WHEELER (14B2)	OH	1.5600	40.56
B9502055	Each	6	RETAINING RING EXT 2" FOR PIN ON 6/8 WHEELER (14B2)	OH	1.9500	11.70
B9950113	Each	10	SPACER SHEAVE PINS 1/16 UHMW (14A1)	OH	6.6000	66.00
B9950112	Each	10	SPACER FOR SHEAVE PIN 1/8 UHMW (14A1)	OH	6.3000	63.00
B9502233	Each	30	STARWASHER EXT 3/4 (15A4)	OH	0.5700	17.10
9501130	Each	30	NUT 3/4 GR. 5 NC (15A4)	OH	1.6900	50.70
B9501726	Each	84	BEARING 6306 2RS1-C3 (15A4)	OH	21.4200	1,799.28
B9700037	Each	16	PIVOT AXLE -2WH (14A1)	OH	165.8400	2,653.44
B9700038	Each	12	PIVOT AXLE -4WH (14A1)	OH	123.5600	1,482.72
B9700039	Each	4	PIVOT AXLE -6/8WH (14A1)	OH	292.6000	1,170.40
9501130	Each	30	NUT 3/4 GR. 5 NC (15A4)	OH	1.6900	50.70
B9700013	Each	20	SHEAVE SLEEVE (15A4)	OH	63.9300	1,278.60
9502006*	Each	15	BASS PLUG FOR SHEAVE B9700012 (2A4)*	OH	3.3300	49.95
B9700021	Each	29	SHEAVE SHIELD (15A4)	OH	8.1700	236.93
B9502218	Each	30	SAFETY BAR "CANE ENDS" CT20 (14B6)	OH	2.7200	81.60
B9700049	Each	8	BUSHING BM 6 & 8 WHEELER (14A1)	OH	109.1300	873.04
		36	Hardware for mounting of Sheave Trains	OH	26.0136	936.49
		22	Hardware for Catwalks	OH	35.5936	783.06
			Supplies, ( Paint, ty-raps, brake cleaner, taps, rags, grease, emery cloth, drill bits, tool replacement	OH		1,447.40
		288	Bushing for Safety bars & rollback	OH	1.7200	495.36
			Hardware for Safety bars	OH		55.25
			Fork Lift Rental	OH		1,207.18
SERV	Hour	91	Service	OH	120.0000	10,920.00
TRAV	Hour	16	Travel	OH	120.0000	1,920.00
MILE	KM	2,600	Mileage	OH	0.6800	1,768.00
meals				OH		950.00
Lodging	Each		Lodging	OH		1,146.22
			Subtotal:			31,554.68
			OH - HST 13%			
			OH			4,102.10

Shipped By:	Tracking Number:	Total Amount	35,656.78
<b>Comment:</b>		Amount Paid	0.00
Sold By: Tinkler, Glen		<b>Amount Owing</b>	<b>35,656.78</b>

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 11994  
 Date: 01/31/2024  
 Ship Date: 12/11/2023  
 Page: 1  
 Re: Order No. 23-156

**Sold to:**  
**Laurentian Ski Hill**  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SERV-OT	Hour	17	Quad Chair: Load Test For the period of 12/08/2023 to 12/11/2023 By Tinkler, Glen Service, including report	OH	120.00	2,040.00
TRAV-OT	Hour	12	Travel	OH	120.00	1,440.00
Meals	Each		Meals	OH		110.00
MILE	KM	612	Mileage	OH	0.68	416.16
			Subtotal:			4,006.16
			OH - HST 13%			
			OH			520.80

Shipped By:	Tracking Number:	Total Amount	4,526.96
Comment:		Amount Paid	0.00
Sold By: Tinkler, Glen		<b>Amount Owing</b>	<b>4,526.96</b>

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 12003  
 Date: 01/31/2024  
 Ship Date: 01/30/2024  
 Page: 1  
 Re: Order No. 23-159

**Sold to:**  
**Laurentian Ski Hill**  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**  
 Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SERV	Hour	6.5	Quad Chair, Carpet, Rope Tow, Monthly Inspection Service	OH	126.00	819.00
TRAV	Hour	6.5	Travel	OH	120.00	780.00
Meals	Each		Meals per diem	OH		110.00
MILE	KM	612.0	Mileage	OH	0.68	416.16
			Subtotal:			2,125.16
			OH - HST 13%			
			OH			276.27

Shipped By: _____ Tracking Number: _____			Total Amount		2,401.43
Terms: Net 30. Due 03/01/2024.			Amount Paid		0.00
<b>Comment:</b>			<b>Amount Owing</b>		<b>2,401.43</b>
Sold By: Tinkler, Glen					

# Leitner-Poma Canada Inc

74 Welham Road  
 Barrie, Ontario L4N 8Y4  
 Canada  
 tim.woolner@leitnercanada.com

# INVOICE

Invoice No.: 12011  
 Date: 01/31/2024  
 Ship Date: 11/03/2023  
 Page: 1  
 Re: Order No.

**Sold to:**

Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

**Ship to:**

Laurentian Ski Hill  
 15 Janey Ave  
 North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SERV	Hour	3.5	4 Pack: Troubleshooting EVAC and Carpet For the period of 11/01/2023 to 11/03/2023 By Suresh-Vijaya, Ablin-Samjez Service:L Troubleshooting done successfully for EVAC clutch engage switch and for Carpet.	OH	162.00	567.00
SERV-OT	Hour	0.5	Service	OH	162.00	81.00
TRAV	Hour	5.0	Travel	OH	162.00	810.00
MILE	KM	520.0	Mileage	OH	0.68	353.60
Subtotal:						1,811.60
OH - HST 13%						
OH						235.51
Shipped By: _____ Tracking Number: _____				Total Amount		2,047.11
Comment: _____				Amount Paid		0.00
Sold By: Suresh-Vijaya, Ablin-Samjez				Amount Owing		2,047.11



**TO:** The Chairperson and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** David Ellingwood, Director, Water Resources/Deputy CAO  
Chitra Gowda, Chief Administrative Office, Secretary-Treasurer

**DATE:** March 28, 2024

**SUBJECT:** Proposed Revision to Fee Schedule for On-site Sewage System Program

**Background:**

The Ontario Building Code enables NBMCA to charge fees for services related to the on-site sewage system program (OSS). The services and fees are outlined on the Fee Schedule which is periodically updated and approved by the NBMCA Board of Directors. Our Fees Policy is based on three principles: user-pay, adequate consultation and notification, and right to appeal.

**Analysis:**

NBMCA staff have reviewed the 2023 OSS fee schedule using preliminary information from the Watson and Associates fee review study that is currently underway. The Watson study provides an assessment of the amount of staff time expended toward processing permits and other services noted on the OSS fee schedule.

Staff propose the following schedule of fee for the OSS:

<b>Application Type / Service</b>	<b>Fee</b>
Class 2 septic system	\$625
Class 3 septic system	\$625
Class 4 septic system or Class 5 (holding tank) (residential with ≤3000 L/day design flow)	\$1,000
Class 4 septic system or Class 5 (holding tank) (residential with >3000 L/day design flow)	\$1,225
Non residential Class 4 septic system or Class 5 (holding tank)	\$1,400
Alternative Solutions	\$1,500
Class 4 Tank Replacement Only	\$500
Sewage System Decommissioning/Demolition	\$200
Change of Registered Owner on Permit	\$160

<b>Application Type / Service</b>	<b>Fee</b>
Permit Extension	\$250
Amendment	\$250
Amendment with Site Inspection	\$375
Additional Inspection due to deficiencies	\$250
Conditional Notice of Completion	\$200
OBC Clearance	\$225
OBC Clearance with site inspection	\$375
Occurrence Fee	\$1,000
File Request (copy of sewage system permit)	\$150
Legal inquiry (Lawyer / Real Estate Inquiry)	\$250
Sewage System File Review with permit provided by owner	\$300
Sewage System File Review and copy of permit	\$450
Planning Act Proposal Review -no inspection (for lots greater than 4 hectares in size with no constraints)	\$300
Planning Act review with site inspection	\$350 for application, plus \$125 for each additional lot, Minimum \$475
Subdivision / Plan of Condominium (up to 10 lots)	\$1,800
Additional Lots for Subdivision / Plan of Condominium	\$120
Review of Lands to be Sold or Developed – Sewage Systems only	\$400
Review of Lands to be Sold or Developed – Sewage Systems and DIA permit	\$630
Mandatory Maintenance Inspection (MMI)	\$250
Late fee for MMI (applied after 90 days)	\$75
Temporary Use Permit	\$140
Administrative Amendment (change to Schedule 2 or Schedule 4; no site inspection)	\$60

**Recommendation:**

**THAT** the Board of Directors receive the report “Proposed Revision to Fee Schedule for On-site Sewage System Program” and direct staff to conduct the required public consultation on the OSS fee schedule.

**Recommended Resolution:**

**THAT** the Board of Directors receive the report “Proposed Revision to Fee Schedule for On-site Sewage System Program”; and

**THAT** staff are directed to conduct public consultation on the updated On-site Sewage System Program fee schedule.

**Submitted by:**

**David Ellingwood, Director, Water Resources/Deputy CAO**

**Reviewed by:**

**Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer**